

Employment Development Program (EDP) Certification Form Cycle 5

new

Instructions

- To receive credit, this form must be received by our office on or before the specified due date.
- Print legibly, including the name and title of the authorized representative.
- Only new jobs created at the business address stated on this form qualify for credit.
- See page 2 for more detailed instructions.

-1		EDP Certification
From	То	Form is Due By:
Nov 16th	Jan 15th	Jan 30th
Jan 16th	Mar 15th	Mar 30th
Mar 16th	May 15th	May 30th
May 16th	Jul 15th	Jul 30th
Jul 16th	Sep 15th	Sep 30th
Sep 16th	Nov 15th	Nov 30th

Account Number:	Remit completed form by: E-Mail: STEP FAX@fresno.gov
Employer's Name:	Fax: (559) 457-1400
Business Name:	Or Mail: Wastewater Mgt Division, STEP 5607 W. Jensen Ave., Fresno, CA 93706
Business Address:	
Enter Grand Total hours reported for this period	d here: Don't Forget.
	all attachments submitted are, to the best of my knowledge, true, ignificant penalties for submitting false information, including the
*Authorized Name (print):	Phone:
Title:	
Signature:	Date:
If supporting documents are being su	ubmitted, this form must still be signed and returned.

For information regarding this form, please call (559) 621-5155.

EMPLOYEE DEVELOPMENT PROGRAM CONDITIONS

- 1. EDP credits must be applied for each billing cycle in order to receive credit for that period.
- 2. Applications must be received on or before the due date as specified on the EDP Certification Form.
- 3. Report only new jobs created as a result of the new development or facility expansion.

O Do not include:

- Jobs created before occupancy of the new building/expansion.
- Jobs relocated from other areas within the City of Fresno.
- New hires to fill an existing vacant position.
- Independent contractors.
- Contracted services (gardening, housekeeping, bookkeeping, etc.)
- Non-qualifying employees.
- 4. If supporting documentation is being submitted in addition to, or in lieu of filling out the EDP Certification Form by hand, the EDP Certification Form must still be signed and returned with the total hours for the period stated on the form and reference made to the supporting document. Supporting documentation may be a printed spreadsheet, a payroll report, a handwritten list on a separate sheet of paper, etc.
- 5. Illegible entries will not be counted.
- 6. Report the total hours the employee worked in the two month period, not the number of hours they work per day or week.
- 7. Incomplete EDP Certification Forms, including forms that are not totaled, signed and dated, will not receive credit.
- 8. The information submitted on the EDP Certification Form is subject to verification.
- 9. Previous versions of the EDP Certification Form will no longer be accepted, and should be discarded.

Remit completed form to: Wastewater Management Division, STEP

5607 West Jensen Avenue

Fresno, CA 93706

Or fax to: (559) 457-1400

Email: STEP FAX@fresno.gov

FAILURE TO MEET ANY OF THESE CONDITIONS WILL RESULT IN THE INABILITY TO RECEIVE EDP CREDIT FOR THE REPORTED PERIOD

IF YOU HAVE ANY QUESTIONS REGARDING THE EDP CERTIFICATION FORM, PLEASE CALL (559) 621-5155.